



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

February 17, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

20 February 24, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by changing the title and salary of a non-represented classification, by changing the salary of a non-represented classification, by further implementing the Head Departmental Personnel Technician Study, Information Technology Occupational Study, Echocardiographer Study, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the title and salary of one (1) non-represented classification, to change the salary of one (1) non-represented classification, to reclassify 10 positions in the departments of Child Support Services, Health Services, Probation, Public Library and Registrar-Recorder/County Clerk to further implement the results of Countywide Head Departmental Personnel Technician Study, to reclassify four (4) positions in the Child Support Services Department to further implement results of Information Technology Occupational Study, to reclassify three (3) positions to implement results of Echocardiographer Study in the Department of Health Services, and to reclassify 23 positions to implement results of classification studies in the departments of Agricultural Commissioner/Weights and Measures, Board of Supervisors, Chief Executive Office, Children and Family Services, Health Services, Mental Health, Public Health, Public Library, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B, C, D and E). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Title and Salary Changes

We are recommending a title change and a salary range decrease for one (1) non-represented classification and a salary range extension for one (1) non-represented classification (Attachment A). Specifically, we are recommending a title change for Special Assistant, Assessor (UC) to Special Assistant, Assessor – Field Deputy (UC). In addition, we are recommending that the salary range for this item be decreased. For the other position of Special Assistant, Assessor (UC), we are recommending a salary range adjustment that will lower the minimum of the salary schedule by two steps (11 percent); the maximum of the salary range will remain the same. The justification for these recommendations is to reflect the level and scope of the duties required for these positions.

Countywide Head Departmental Personnel Technician Study

We are recommending the reclassification of 10 positions in the departments of Child Support Services, Health Services, Probation, Public Library, and Registrar-Recorder/County Clerk (Attachment B). These actions will further implement the Countywide Head Departmental Personnel Technician Classification Study and establish salary equity among departments of comparable budget size and complexity, eliminate redundant classifications, provide clarity for this core departmental function, and facilitate the recruitment and retention of supervisors in the field of personnel.

Information Technology Occupational Study

We are recommending the reclassification of four (4) positions in the Child Support Services Department (Attachment C), which will further implement Phase II of the Countywide Information Technology Restructuring Project and provide the appropriate organizational structure and individual position allocations within Child Support Services' Information Technology Division. The positions would be more appropriately classified in the recommended classes.

Echocardiographer Study – Health Services

Upon review of 18 ultrasound positions within the Department of Health Services, we recommend

the reclassification of three (3) positions (Attachment D). The duties and responsibilities of positions performing echocardiographic ultrasound examinations meet the level and scope of the Diagnostic Ultrasound Technician classification. The positions would be more appropriately classified in the recommended class.

Reclassifications

There are 23 positions in 10 departments being recommended for reclassification (Attachment E). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for the 40 positions that will be reclassified is estimated to total \$169,352 (all funds). Net County cost is estimated to be \$85,819. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

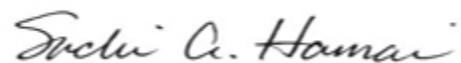
Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

2/17/2015

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:RM:PAC

AE:AB:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

ATTACHMENT A

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE CHANGE AND SALARY CHANGE

Item No.	Current Title	Current Salary	New Title	Recommended Salary
9986	Special Assistant, Assessor (UC)	NM 109A	Special Assistant, Assessor – Field Deputy (UC)	NMX 80F

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary		Recommended Salary	
9985	Special Assistant, Assessor (UC)	NM	107A	NMX	103A

**COUNTYWIDE HEAD DEPARTMENTAL PERSONNEL
TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	Classification Findings
Child Support Services	4	Head Departmental Personnel Technician Item No. 1850A NM 95J Non-Represented	2 – Administrative Services Manager I Item No. 1002A NM 94H Non-Represented 2 – Administrative Services Manager II Item No. 1003A NM 97H Non-Represented
Health Services – Administration	2	Head Departmental Personnel Technician Item No. 1850A NM 95J Non-Represented	1 – Administrative Services Manager I Item No. 1002A NM 94H Non-Represented 1 – Departmental Civil Service Representative Item No. 1881A NM 95J Non-Represented
Probation – Support Services	1	Head Departmental Personnel Technician Item No. 1850A NM 95J Non-Represented	Senior Departmental Personnel Technician Item No. 1849A NM 91J Non-Represented

**COUNTYWIDE HEAD DEPARTMENTAL PERSONNEL
TECHNICIAN STUDY (Cont'd)**

Department	No of Pos.	Present Classification	Classification Findings
Public Library	1	Head Departmental Personnel Technician Item No. 1850A NM 95J Non-Represented	Administrative Services Manager I Item No. 1002A NM 94H Non-Represented
Registrar-Recorder/ County Clerk	2	Head Departmental Personnel Technician Item No. 1850A NM 95J Non-Represented	1 – Administrative Services Manager I Item No. 1002A NM 94H Non-Represented 1 – Administrative Services Manager II Item No. 1003A NM 97H Non-Represented
Total	10		

INFORMATION TECHNOLOGY OCCUPATIONAL STUDYCHILD SUPPORT SERVICES

No of Pos.	Present Classification	Classification Findings
1	Application Developer I Item No. 2520A N2M 91H Represented	Application Developer II Item No. 2521A N2M 93H Represented
1	Senior Information Technology Aide Item No. 2585A NM 78L Represented	Information Systems Analyst II Item No. 2591A NM 93G Represented
1	Senior IT Technical Support Analyst Item No. 2547A NM 92L Represented	IT Technical Support Analyst II Item No. 2546A NM 88L Represented
1	Senior Network Systems Administrator Item No. 2560A NM 98L Represented	Network Systems Administrator II Item No. 2559A NM 94L Represented
4	Total	

DEPARTMENTWIDE ECHOCARDIOGRAPHER STUDYHEALTH SERVICES

Department	No of Pos.	Present Classification	Classification Findings
MetroCare Network	1	Cardiovascular Technician Item No. 5556A NM 82D Represented	Diagnostic Ultrasound Technician Item No. 5794A NM 88F Represented
Rancho Los Amigos	1	Physical Therapy Supervisor I Item No. 5843A NM 99K Represented	Diagnostic Ultrasound Technician Item No. 5794A NM 88F Represented
ValleyCare Network	1	Radiologic Technologist Item No. 5798A NM 83J Represented	Diagnostic Ultrasound Technician Item No. 5794A NM 88F Represented
Total	3		

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

No of Pos.	Present Classification	Classification Findings
1	Toxicologist Item No. 4346A NM 82H Represented	Senior Toxicologist Item No. 4347A NM 86F Represented

The subject position reports to a Supervising Toxicologist and is located in the Inorganic Testing/Field Section of the Environmental Toxicology Bureau. The position researches and develops new analytical procedures and methods to improve functions of the laboratory; prepares written instructions on the operation and calibration of new instruments; provides technical guidance and trains lab staff; assists the supervisor in monitoring rush samples status; schedules and assigns different analysis to staff and evaluates results and work performance. The duties performed by the subject position are consistent with the classification of Senior Toxicologist. Positions allocable to this class lead and perform chemical analysis to determine the presence, quality, and identity of toxic agents in samples submitted for laboratory study, and provides technical guidance to lower-level Toxicologists and other laboratory personnel. Therefore, we recommend the upward reclassification to Senior Toxicologist.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**BOARD OF SUPERVISORS**

No of Pos.	Present Classification	Classification Findings
1	Arts Commission Program Associate Item No. 8805A NM 87F Non-Represented	Arts Commission Senior Program Associate Item No. 8814A NM 92F Non-Represented
1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
1	Information Technology Supervisor Item No. 2598A NM 106B Non-Represented	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented

The subject Arts Commission Program Associate is located in the Arts Commission's Civic Arts Division, where it is responsible for managing, planning, developing, and implementing civic art projects from inception to close-out. The duties and responsibilities of the subject position are comparable to the classification standards for Arts Commission Senior Program Associate, a class that manages and oversees the planning, development, analysis and administrative activities of an Arts Commission project or a small program. Therefore, we recommend the upward reclassification to Arts Commission Senior Program Associate.

The subject Information Technology Manager I and Information Technology Supervisor positions report to the Departmental Chief Information Officer I and oversee large enterprise and countywide systems that also provide public facing portals and websites; function as Assistant Chief Technology Officers for their respective areas of expertise; provide business consultation to executive managers, commission directors, Supervisors' staff and other departments; and oversee the management of highly-confidential data. The duties performed are consistent with the Information Technology Manager II classification. Positions in this class work on multiple, larger and more complex systems including enterprise systems; share applications and data with other departments, agencies and the public; work with sensitive and highly-confidential data; and have accountability for countywide IT functions and systems. As such, we recommend the upward reclassification to Information Technology Manager II.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**CHIEF EXECUTIVE OFFICE**

No of Pos.	Present Classification	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMV 64D Represented	Program Aid I, CEO Item No. 0823A NM 70D Non-Represented

Upon the recent merger of the Classification and Employee Relations sections, we have become aware that the represented employees cannot be assigned to or sit in the proximity of the Employee Relations section. The subject Intermediate Typist-Clerk provides support services to the analysts in the Classification and Employee Relations Division and performs less complex support functions for the division. The work performed by the subject position is consistent with the class concept of Program Aid I, CEO, which is a non-represented classification and under close supervision, provides general technical support services to analysts in the Chief Executive Office. Therefore, we recommend the upward reclassification to Program Aid I, CEO.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	Classification Findings
1	Children Services Administrator III Item No. 9088A NM 107G Non-Represented	Division Chief, Children and Family Services Item No. 9108A N23 S12 Non-Represented

The subject position is located within the Bureau of Clinical Resources and Services, Health Management Services Division. The responsibilities include planning, organizing, directing, and evaluating the work of the division; directing the review and analysis of existing and proposed Federal, State, and local legislation and regulations; making executive-level decisions regarding the division's programs, policies and procedures; and representing the Medical Director in key meetings. The duties and responsibilities of the subject position are within the classification concept of the Division Chief, Children and Family Services. Thus, we recommend the upward reclassification.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**HEALTH SERVICES – ADMINISTRATION**

No of Pos.	Present Classification	Classification Findings
1	Intermediate Supervising Typist-Clerk Item No. 2221A NMV 72G Represented	Senior Clerk Item No. 1140A NMV 67K Represented

The subject position reports to the Assistant Nursing Director, Administration and is responsible for providing clerical support to the Department of Health Services Patient Improvement and Patient Safety's Risk Management Branch, where it serves as the primary timekeeper for the division. The duties are comparable to the scope and level of Senior Clerk, a class that performs assigned duties requiring initiative and independent judgment within procedural and policy limits. The position does not supervise and therefore no longer meets the criteria for the current class of Intermediate Supervising Typist-Clerk. As such, we recommend the downward reclassification to Senior Clerk.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**MENTAL HEALTH**

No of Pos.	Present Classification	Classification Findings
1	Clinical Psychologist II Item No. 8697A N2M 100L Represented	Supervising Psychologist Item No. 8712A N2M 102G Represented
1	Community Worker Item No. 8103A NR 63E Represented	Senior Community Worker Item No. 8105A NR 68G Represented

The subject Clinical Psychologist II reports to the Mental Health Clinical Program Head for the Long Beach Child and Adolescent Program. The position provides clinical and administrative supervision to a multidisciplinary team; monitors the use, compliance, and adherence to Evidence-Based Practices utilized by the team; reviews and assigns case intakes to clinical team members; assists in conducting quality assurance meetings with staff; and acts for the Program Head in his/her absence. The duties and responsibilities of the subject position meet the allocation standards for Supervising Psychologist. Positions allocable to this class work under the general direction of a clinical program manager and serve as first-line supervisor of one or more functional work units in the planning, implementation, and evaluation of specialized mental health services. Therefore, we recommend the upward reclassification to Supervising Psychologist.

The subject Community Worker is responsible for planning, developing, and coordinating various community program strategies and outreach efforts for Service Area 2 Administration under the Older Adult System of Care. The duties and responsibilities of the position are consistent with the allocation standards for Senior Community Worker, which assists in areas of community organization, program development, and training. Therefore, we recommend the upward reclassification to Senior Community Worker.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

No of Pos.	Present Classification	Classification Findings
5	Public Health Nurse Item No. 5230A N21 RN04 Represented	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented
1	Public Health Nurse Item No. 5230N N21 RN04 Represented	Supervising Clinic Nurse I Item No. 5329N N21 RN06 Represented
1	Senior Geographic Information Systems Analyst Item No. 4414A 100G Non-Represented	Principal Geographic Information Systems Analyst Item No. 4415A NM 104K Non-Represented

The subject Public Health Nurse positions are assigned to the Community Health Services and report to Nurse Managers. The positions are responsible for the direct supervision of nursing personnel and other ancillary staff assigned to the clinics, in addition to the operational supervision and coordination of clinical services. Duties include supervising, directing and evaluating nursing practices; providing training and support to staff; reviewing and monitoring the work of subordinates; writing performance evaluations; monitoring quality assurance, infection control, safety activities and clinical maintenance logs; and assisting Nurse Managers in developing internal procedures. The duties meet the allocation standards for Supervising Clinic Nurse I, a class that provides first level supervision to a group of nursing personnel in a clinic by planning and directing nursing activities in a unit and coordinating care with medical and other health services staff. As such, we recommend the upward reclassification to Supervising Clinic Nurse I.

The subject Senior Geographic Information Systems Analyst functions as the GIS coordinator for the entire Department of Public Health. The position creates, develops, configures, implements, and maintains large-scale GIS applications; provides technical consultation and supports programs on all aspects of GIS; serves as content area expert on external committees and expert panels; and conducts GIS trainings and leads Public Health staff on GIS projects. The duties and responsibilities meet the classification standards for Principal Geographic Information Systems Analyst, which independently performs complex duties focused on large-scale GIS application and database projects and highly complex analytical assignments to meet departmental/countywide business, information and decision-support requirements. Therefore, we recommend the upward reclassification to Principal Geographic Information Systems Analyst.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**PUBLIC LIBRARY**

Location	No of Pos.	Present Classification	Classification Findings
Manhattan Beach	2	Librarian I Item No. 8334A NM 85L Represented	Librarian II Item No. 8335A NM 87L Represented
Anthony Quinn	1	Librarian II Item No. 8335A NM 87L Represented	Librarian III Item No. 8336A NM 89L Represented
Charter Oak	1	Librarian II Item No. 8335A NM 87L Represented	Librarian III Item No. 8336A NM 89L Represented
Manhattan Beach	1	Librarian IV Item No. 8337A NM 91L Represented	Librarian V Item No. 8339A NM 93L Represented

Upon the review of the annual Library Grouping System (LGS) report, we recommend the reclassification of the subject Librarian I, II and IV positions. The LGS includes statistical data from previous years based on five major operational factors: Circulation, Information/Reference, Gate Count, Square Footage, and Staffing by library. The Anthony Quinn and Charter Oak Libraries were upgraded due to increased ranking totals for three consecutive fiscal years.

Also, at the Manhattan Beach Library, a new renovation project and expanded square footage will result in additional service hours and staffing in the local community. Based on the overall services and programs, the positions would be more appropriately classified in the recommended classes.

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**SHERIFF – GENERAL SUPPORT SERVICES**

No of Pos.	Present Classification	Classification Findings
1	Assistant Director, Employee Support Services, Sheriff Item No. 8714A N23 S11 Non-Represented	Assistant Director, Bureau Operations, Sheriff Item No. 0996A N23 S12 Non-Represented
1	Secretary III Item No. 2096A NMV 73B Represented	Operations Assistant I, Sheriff Item No. 1228A NM 74H Represented

The subject Assistant Director, Employee Support Services, Sheriff is located at the Administrative Services and Training Division/Employee Support Services Bureau and reports to a Director, Bureau Operations, Sheriff. The position will be responsible for planning, developing, implementing, and directing the budgetary and personnel operations of the Memorandum of Understanding with the Probation Department. It will oversee the department's existing counseling services, peer support and substance abuse recovery services, and psychology intern training programs. The level of work performed is more consistent with the class concept of the Assistant Director, Bureau Operations, Sheriff. Therefore, we recommend the upward reclassification.

The subject Secretary III is assigned to the Technical Services Division/Data Systems Bureau/Custody Automation and reports to a Lieutenant. The position is responsible for providing operational and general administrative support, functioning as the sole administrative support staff and performing administrative tasks to ensure operational needs of the unit are met. The duties and responsibilities meet the allocation standards for Operations Assistant I, Sheriff, which functions as an administrative generalist within a line operation or unit in the Sheriff's Department. As such, we recommend to laterally reclassify the Secretary III position to an Operations Assistant I, Sheriff position.